

Rapid Response! ***Training***

Holiday Inn Lansing West Conference Center
October 29, 2003

Office of Workforce Development
Workforce Transition Section Training
Rapid Response

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**Wednesday October 29, 2003**

**8:00 a.m. – 3:00 p.m.**

**Holiday Inn Lansing West Conference Center**

**7501 W. Saginaw Hwy. Lansing, MI (off I-96)**

If you're a workforce professional, a counselor who works with dislocated workers, or an employment services or job placement specialist, this training is for you! This one-day workshop is presented by the Michigan Department of Career Development, Workforce Transition Section, which is Michigan's official Rapid Response Unit and the official state recipient of notifications required by the Worker Adjustment Retraining and Notification (WARN) Act. Don't miss this opportunity to hear from the experts, ask questions, and discuss Rapid Response with other professionals in your field.

**Welcome and overview by John Palmer, Deputy Director,  
Michigan Department of Career Development**

**Presentations on the following topics:**

- Effective Job Search/Tools on the Web (Employ On) • Rapid Response 101
- Trade Overview • Joint Adjustment Committees • Worker Orientations

Please photocopy if additional forms are needed.

**Please send registration form and full payment by October 17, 2003 to:**

**Michigan Department of Career Development**

**201 N. Washington Square, 1<sup>st</sup> floor, Lansing, MI 48913**

Phone (517) 241-0592 Fax (517) 241-0593 1-800-MYGOALS (TTY/Voice)

Conference Registration Fee: \$15.00 (includes continental breakfast and lunch)

Make all checks payable to: **State of Michigan**

Register by sending your check with the enclosed card.

Registration due by October 17, 2003.

Registration fee is non-refundable.

Staff substitutions are accepted.

Check-in and continental breakfast begin at 8:00 a.m. Conference starts at 9:00 a.m.

**Hotel Information**

The Michigan Department of Career Development has reserved a block of 25 rooms at the Holiday Inn-Lansing West Conference Center for conference guests on **Tuesday, October 28**. The single or double room rate is \$65.00. **Reserve your room early**. Rooms are reserved at this rate until October 7, 2003, 3:00 p.m. For reservations, call the hotel directly at (517) 627-3211 or (800) HOLIDAY toll-free. To receive the reduced rate, be sure to mention the Rapid Response Training. There is no fee for parking.

The Michigan Department of Career Development is an equal-opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

**Registration Form**

Name: \_\_\_\_\_ Agency: \_\_\_\_\_  
Last First

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_